

**DEPARTMENT OF GENERAL SERVICES****OFFICE OF PUBLIC SCHOOL CONSTRUCTION**

501 J STREET, SUITE 400 SACRAMENTO, CA 95814

<http://www.dgs.ca.gov/opsc>

November 12, 1996

TO: School Districts Approved to Receive State Relocatable Classrooms

Approval of State Relocatable Buildings From Inventory

In an effort to expedite the Division of the State Architect (DSA) plan approvals for state relocatable classrooms to be delivered from inventory to approved school sites, please follow the procedure outlined below:

Telephone the appropriate DSA area office below and arrange an appointment for an "over-the-counter" check with the designated representative:

- |                 |                                      |                |
|-----------------|--------------------------------------|----------------|
| • Sacramento    | 400 P Street 5th Floor Lincoln Plaza | (916) 323-5889 |
| • San Francisco | 301 Howard Street 4th Floor          | (916) 396-9500 |
| • Los Angeles   | 107 So. Broadway Room 3029           | (213) 897-3995 |
| • San Diego     | 15373 Innovation Drive Suite. 250    | (619) 674-5400 |

This is a one step approval process. By submitting site plans along with the manufacture's DSA approved building plans the district should receive full DSA approval. The following materials shall be submitted to the DSA by a representative of the responsible architect:

1. One (1) set of signed tracings, the DSA Form SSS1 and three (3) sets of prints of the site plan showing:
  - size and location of the proposed building(s),
  - connection to utilities,
  - access compliance ramps,
  - application numbers for existing buildings,
  - site levelness within 9",
  - positive drainage,
  - description of foundation soil and estimated allowable bearing capacity (1000 psf minimum).
2. A blue line site plan print with an original wet signature from the local fire authorities approving connections to existing fire alarm systems, fire equipment access roads and gate entrance, (Title 19, CCR, Section 3.05 and 3.16). Two (2) additional copies are required. Signed tracing or letters are not acceptable.
3. Three (3) completed applications, (Form DSA SSS-1) for the Structural Safety Section, designating the site architect in Items 4 and 6, and duplicate sets of the completed Disabled application (Form DSA SSS-100-46). The estimated costs include site work, cost of moving, erection and utility hookups.

4. The Structural Safety Section and Disabled filing fees for each site are to be paid by the district at the time of the submittal. When the Office of Public School Construction (OPSC) receives the DSA approved site plans accompanied by an invoice the district will be reimbursed.
5. A geological hazards report or letter.
6. One (1) set of previously stamped DSA approved drawings and specification for the stockpiled building from which a direct comparison will be made.
7. Signed drawings and three (3) check sets (one for Structural Safety, one for Access Compliance and one for Fire Marshal check) of drawings for buildings which are *exact duplicates of and bear the same DSA application number as Item 1.*
8. One (1) set of structural calculations.
9. Copy of test and inspection list.
10. Contract Information (Form DSA SSS-102) for each contract on each application, (i.e., site work, moving and erection, and utility hookups).
11. A letter from the school district requesting a waiver of durability requirements.

Upon receipt of the DSA approved site plans, the architect must forward a copy to the manufacturer and to the OPSC.

The Form DSA SSS-6, Verified Reports, covering the final complete installation of each building must be filed by the designated site architect. It is very important that all of these verified reports carry, in addition to the DSA application number, the manufacturer's module numbers and assigned OPSC building numbers. Copies of all DSA reports will be sent to OPSC.

For additional assistance or information, please contact our State Relocatable Programs Unit at (916) 445-3635.

Sincerely,



EDDIE HERNANDEZ, Administrator  
Special Services Unit

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State Relocatable Classroom Law of 1979  
Chapter 25, Part 10, Education Code**APPLICATION FOR THE STATE RELOCATABLE CLASSROOM INFANT/PRESECHOOL PROGRAM**

The enclosed documents are in response to your Agency's request for relocatable classrooms. This program is designed to meet housing needs for those districts impacted by excessive growth and, for this reason, the Office of Public School Construction has developed the enclosed application package.

Upon our review of this initial application and verification of eligibility, we will submit your request to the State Allocation Board for consideration. Once approval of the application for classrooms has been granted and the required forms have been received for each specific site, every effort will be made to expedite the placement of the relocatable classrooms(s) for district use.

All forms submitted to the Office of Public School Construction that are required for State Allocation Board approval must have original signatures.

For further information or assistance, please contact the Special Programs Unit at (916) 445-3635.

Sincerely,

A handwritten signature in black ink, appearing to read "Eddie Hernandez", is written over a faint, illegible typed name.

EDDIE HERNANDEZ, Administrator  
Special Services Unit

EH:vs

Enclosures